

## What is a Functional Resume?

The **Functional Resume** is a resume in which the information is organized by skill sets. These resumes focus on individuals whose education and experiences do not obviously match their career objective or when there are noticeable gaps in work experience.

## Who Should Use One?

Functional Resumes can be used for students who have a Liberal Arts degree such as History or Psychology. In cases such as these, it may be easier for the student to describe skills that they have as opposed to the experience in terms of work history. Skill sets may be used as headings followed by examples of how these skills have been demonstrated. Examples of skill headings might be Communication, Computer Skills, Leadership, Research, Administration, and Management.

Typically, individuals who also use a Functional Resume are those who have been out of the “work force” for an extended period of time. Examples include people who took time off to raise a family, travel, or for military obligations. A functional resume allows such people to feature their volunteer and other non-paid experiences. It also includes individuals who have multi-track job histories, or work history gaps.

## What are the Benefits?

Functional Resumes are beneficial in these ways:

- Directs the reader to what you want them to notice
- Demonstrates precisely the skills that the employer wants
- Utilizes unpaid, volunteer, and non-work experiences to your best advantage
- Eliminates work history that does not support your current objective

## What Information Should I Include?

The information included in a Functional Resume typically includes the following in this order:

### **Heading** -

Includes your name, current address, zip code, area code and telephone number, e-mail address, and website. If your current address is temporary, you should also include a permanent address and telephone number.

### **Objective** - (Optional)

This is where you define or identify the position you are seeking. Make this statement as precise as possible.

Example:

Qualifications:

- Energetic, caring, responsible child care worker
- Read and speak Spanish Fluently
- BA Degree and certification in Early Childhood Education

### **Qualifications** - (Optional)

List here the 3 to 5 qualifications that you want to be sure the employer is aware of. These are not general skills or qualifications but rather the best of the skills you possess which are related to the position you are seeking. This section can also be called “Summary”, “Profile” or some other appropriate heading.

### **Professional/Related Experiences** -

This is the bulk of your resume. Use 2 to 4 separate categories or sections, each highlighting a particular

area of skill, such as Administration, Counseling, Supervision, or skills like the examples below. List these categories in order of importance to the position you are looking at. Make sure that within each section you stress those skills directly related to the position you are seeking.

Examples:

Child Care:

- Responsible for 6 3-year-olds at child care facility
- Coached t-ball team for 3 years
- Participated in Reading Partners Program for Eau Claire School System

Project Organization and Coordination

- Chaired committee to plan study abroad fair
- Coordinated fundraiser for Golden Key Honor Society; raised \$2500
- Coordinated food drive on campus for local food basket

Computer Skills

- Microsoft Office
- Lotus 1-2-3
- SPSS
- Adobe Photoshop
- Mac OS
- PC OS

### ***Employment History -***

In reverse chronological order, you should include:

- Job title
- Employer name and location (city and state)
- Dates of employment

### ***Education -***

In reverse chronological order, the required information includes:

- University you attended
- Any certifications or licenses related to your degree
- Any credentials, classes, or training

### ***References -***

References should be on a separate sheet of paper with your name at the top. Your address and phone number are optional. You may also place your references on the bottom half of the second page of your resume if there is room to include them there. For each reference, include name, title, organization they represent, address, and phone number. Make sure you have asked each person for permission to be used as a reference.

### **Where Can I Find More Information?**

Listed below are books on Functional Resumes.

- The Damn Good Resume Guide
- The Resume Catalog: 200 Good Examples
- Resumes for Dummies
- Resumes that Knock 'Em Dead
- Slam Dunk Resumes
- Gallery of Best Resumes
- The New Perfect Resume
- Liberal Arts Power